



PAMLICO  
COMMUNITY COLLEGE

DISCOVER TOMORROW'S POSSIBILITIES

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### Incomplete Grade Form

**Incomplete Grade:** The temporary grade of "I" is assigned at the discretion of the course instructor for incomplete course work due to extenuating circumstances. It is the student's responsibility to contact the instructor regarding work to be completed for the removal of the "I" grade.

A grade of "I" must be removed by completing the required work **no later than 8 weeks after the last day of classes** as designated in the academic calendar in the semester in which the grade was given. **Failure to do so will automatically cause the grade to be changed to an "F."** There may be extenuating circumstances approved by the instructor and Vice President of Instructional Services to extend the completion period.

Student Name: \_\_\_\_\_ College ID #: \_\_\_\_\_

Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Section: \_\_\_\_\_

Course Title: \_\_\_\_\_

Justification for Incomplete: \_\_\_\_\_

Course work must be completed by: \_\_\_\_\_

Course requirements to be completed:

By signing this document, I acknowledge that I understand all the stipulations of this agreement.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to instructor:** Please save the original copy for your files. Make two copies of the original and give one to the student and one to the college registrar.

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